

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, April 11, 2017**

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**CALL TO ORDER:**

Chair Herendeen called the meeting to order at 7:33 a.m.

Directors Present: Christine Callahan, Beth Herendeen, Mayor Pro-Tem Dave Hunsaker (filling in for Sue Leeming), Kelly Preston, Jennifer Whitman, Justin King, Randall Chambers, Andy Joslyn

Directors Absent: Fred Motz, Sue Leeming

Others Present: Dan Coss, City Administrator; Stephanie Murray, DDA Coordinator

**APPROVAL OF AGENDA:** On motion by Director Callahan, seconded by Director Joslyn, and carried by unanimous vote of the Board to approve the Agenda.

**APPROVAL OF March 14, 2017 MEETING MINUTES:** On motion by Director Joslyn, seconded by Director Callahan and carried by unanimous vote of the Board to approve the minutes as presented.

**ACCOUNTS PAYABLE February 2017** On motion by Director Preston, seconded by Director Joslyn and carried by unanimous vote of the Board to approve the Accounts Payable.

**RECEIVE AND FILE February 2017 TREASURER'S REPORTS:** On motion by Director Preston, seconded by Director Joslyn and carried by unanimous vote of the Board to receive and file the reports.

**PUBLIC COMMENTS:** NONE

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. The board reviewed and discussed the six (6) logo options presented and decided to amend Options 5 and 6, while creating 1-2 new options. The amended logos and new logos will be reviewed at the next meeting.

2. A discussion on the budget priorities as presented in the memo from City Administrator Coss occurred wherein the budget priorities were reviewed and will be considered by the budget committee during the budget process.
3. On a motion by Director Preston, supported by Director Joslyn, it was moved to adopt a formal job description as presented for a DDA internship position. It was passed unanimously.

**STAFF AND COMMITTEE REPORTS:**

1. Website update: none
2. Coordinator's Report: DDA Coordinator Murray shared projects to date and upcoming events.
3. City Administrator's Report: none
4. Council Report: none
5. Budget Committee: none

**ADJOURNMENT:** Meeting adjourned at 9:23 a.m.

Respectfully Submitted:

Stephanie Murray, DDA Coordinator  
For Andrew Joslyn, Board Secretary